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Parks and Recreation Minutes 5/11/2004

Park and Recreation Commission Minutes

Tuesday, May 11, 2004 - 7:00 p.m.

Approved - Meeting Minutes

The meeting came to order at 7:00 PM.

Commissioners Present: Joseph Carabell, Thomas Caccavaro
Nancy Campbell, Leslie Mayer (7:15 pm), and
Donald Vitters (7:25 pm)

Staff Present: Jonathan Jalbert, Recreation Superintendent
Patsy Kraemer, Director of Human Services
Nancy Galkowski, Deputy Town Manager
Daniel Brothers, Facility Supervisor (Rink)

Recording Secretary: Laura Munsey

Other: Clarissa Rowe, Steve Mansfield, Jim Carney, John Mansfield, Maryanna Foskett, Arthur Ales, Robert McKeown, Robert Riley, Steve Moniak, Daniel Doherty, Diane Mahon, George Laite

1. Welcome and Approval of Minutes

Mr. Carabell welcomed the Commissioners and guests to the May 11, 2004 Park and Recreation Commission meeting.

Mr. Stephen Mansfield addressed the Commission and requested that the Commission address his concerns regarding allegations against some adult user groups regarding violations of the no alcohol policy at the Veteran's Memorial Skating Rink. Mr. Mansfield submitted a memorandum to the Park and Recreation Commission regarding his concerns. Mr. Carabell suggested this item be addressed at the June 8th Meeting.

Minutes of the April 14, 2004 meeting were amended and approved.

MOTION (made by Thomas Caccavaro, 2nd by Nancy Campbell)

THE PARK AND RECREATION COMMISSION APPROVES THE MINUTES OF THE APRIL 14, 2004 MEETING AS AMENDED.

VOTE UNANIMOUS (4-0) IN FAVOR OF THE MOTION (Mr. Vitters not present)

2. Menotomy Rocks Park

Ms. Clarissa Rowe and Ms. Maryanna Foskett presented an update of projects at Menotomy Rocks Park. They also provided a Comparative Income and Expenditures report for 1995-2003 and the results of the Capital Improvements Survey of 12-03-03. They are pleased that MRP is on the docket for next years Capital Plan. They hope to have the pathways to the pond and woods repaired, and to have the lighting upgraded. Many members of the Friends of Menotomy Rocks Park would like to keep the park as simple and natural as possible. An update regarding memorial trees and benches was also provided. The Open Space

Committee is working on management plans and the maintenance permit process is being well received from the Conservation Commission. A spring clean-up day is scheduled for May 22, and a photo exhibit is also planned for June 12. The bid process for an Architect to work on the improvements at MRP is underway. The Friends of Menotomy Rocks Park would like to have the input of the neighborhood included throughout the process.

Mr. Carabelllo reminded the members of Menotomy Rocks Park that the P&RC eliminated the use of MRP as a soccer field, however, with the closing of Peirce Field for renovations and McClellan Fields not available until Fall of 05, there is a shortage of fields in Town. He further stated there might be a possibility MRP may once again be used for youth sport groups. Ms. Rowe appreciated the courtesy of the advanced warning and would like to be updated as needed.

Mr. Vitters stated that we can start working on the RFP and funding will not be submitted and voted on until next years' Town Meeting. January is the best time for bids to be solicited. Construction is expected to come in around \$200,000.

Ms. Rowe would welcome the opportunity to work with the Leaders of the Recreation Department's Summer Adventure Camp held at MRP to minimize the impact to the trees and environment. Mr. Jalbert, Recreation Superintendent, stated he and his staff would be happy to work with her.

3. Arlington Soccer Club

Mr. Steve Moniak addressed the Commission and expressed his concerns that the Arlington Soccer Club is only receiving 50-60% of all time requested. The Soccer Club does not feel that the quality of the fields offered this spring for practices is the same as in year's past, and not all are town-maintained fields. Mr. Vitters inquired about game fields, and was informed by Mr. Moniak that there has been no change in game fields, only practice fields. Mr. Carabelllo informed Mr. Moniak that the Park and Recreation Commission had eliminated the use of Menotomy Rocks Park and the front of Ottoson school as Soccer Fields this Season. Due to the current shortage of fields, Arlington Catholic High School offered the use of the Pit for practices for the Soccer Club. It was further acknowledged that this is not a town maintained field. Mr. Moniak stated that recently when they showed up for a practice at the Pit they noticed that the grass had signs that stated it had been treated with pesticides, and they could not use the field. They were upset that they had not been notified of this treatment prior to their use of the field and felt there was miscommunication between Arlington Catholic High School, The Recreation Department, and the Soccer Club. Mr. Moniak stated that because of the high number of participants in his program, practice space is often limited, and the coaches work hard to make it work. He stated he believes the Arlington Soccer Club deserves the same consideration as others in town. He stated that ASC gave up Robbins Farm to Babe Ruth Baseball and then lost Menotomy Rocks Park. Mr. Moniak presented Mr. Jalbert with a check for User Fees of \$2.50 per participant, but stated that he would like to know how this money is being spent. Mr. Moniak stated he would like to have more input in the scheduling and permitting process and he would like the major user groups to work together to determine field permitting, especially in the Spring when there are several groups needing fields.

MOTION: (made by Leslie Mayer, 2nd by Nancy Campbell)

THE PARK AND RECREATION COMMISSION ADVISES THAT AT THE NEXT FIELD USER SUB COMMITTEE MEETING THAT PERMITTING AND SCHEDULING OF ATHLETIC FIELDS BE ADDRESSED. THE COMMISSION ASKS THAT THE FIELD USER GROUPS TAKE ON THIS TASK WITHIN THE CHARTER OF THE SUB-COMMITTEE AND SHOULD PARTICIPATE IN FIELD SCHEDULING AND PERMITTING FOR THE FALL 2004 SEASON AND SHOULD DO SO EVERY SEASON THEREAFTER.

VOTE: 4-1 IN FAVOR OF THE MOTION
(Mr. Caccavaro voted in the negative)

4. Friends of Robbins Farm

Ms. Rothenberg requested this agenda item be postponed until a later date.

5. Town Wide Recreation Needs Assessment RFP presentation

Prior to the meeting, Mr. Jalbert submitted to the Commissioners a copy of the RFP for a Town-wide Recreational Needs Assessment. Purchasing has reviewed the RFP and no changes were recommended. Mr. Sullivan, Town Manager, may also

participate in the review. This feasibility study will look at what recreational needs are being met in town, and what other recreational needs or services are not being met. Deb O'Donnell of the Tree-House Committee stated her groups desire to stay included in the process.

6. Special Event Approvals

ABC Pre-School requests the use of Spy Pond Field for a Field Day on June 1, 2004 from 8:00 am to 4:30 pm.

MOTION: (made by Leslie Mayer, 2nd by Nancy Campbell)

THE PARK AND RECREATION COMMISSION APPROVES THE REQUEST OF ABC PRESCHOOL FOR A SPECIAL PERMIT FOR FIELD DAY AT SPY POND FIELD ON JUNE 1st FROM 8:00 AM – 4:30 PM.

VOTE: 5-0 IN FAVOR OF THE MOTION (UNANIMOUS)

Dallin School requests the use of Florence Field for their annual Picnic on Thursday, June 10th from 5:00 pm – Dusk.

MOTION: (made by Nancy Campbell, 2nd by Leslie Mayer)

THE PARK AND RECREATION COMMISSION APPROVES THE REQUEST OF DALLIN SCHOOL FOR A SPECIAL PERMIT FOR THE ANNUAL PICNIC ON THURSDAY, JUNE 10, 2004 FROM 5:00 PM – DUSK WITH THE CONDITION THAT THE USER GROUPS WILL AGREE TO GIVE UP THE FIELD.

VOTE: 5-0 IN FAVOR OF THE MOTION (UNANIMOUS)

Hardy School requests the use of Spy Pond Field for a Field Day on Friday, June 11, 2004, from 9:00 am – 2:00 pm.

MOTION: (made by Leslie Mayer, 2nd by Nancy Campbell)

THE PARK AND RECREATION COMMISSION APPROVES THE REQUEST OF HARDY SCHOOL FOR A SPECIAL PERMIT FOR THE USE OF SPY POND FIELD ON FRIDAY JUNE 11, 2004 FROM 9:00 AM – 2:00 PM.

VOTE: 5-0 IN FAVOR OF THE MOTION (UNANIMOUS)

Great Expectations Preschool requests the use of Summer Street Field on Friday, June 18th from 12:00 pm – 2:00 pm.

MOTION: (made by Don Vitters, 2nd by Nancy Campbell)

THE PARK AND RECREATION COMMISSION APPROVES THE REQUEST OF GREAT EXPECTATIONS PRESCHOOL FOR A SPECIAL PERMIT FOR THE USE OF SUMMER STREET FIELD ON FRIDAY, JUNE 18, 2004, FROM 12:00 PM – 2:00 PM.

VOTE: 5-0 IN FAVOR OF THE MOTION (UNANIMOUS)

Ms. Lori Abrams Hall requested a special permit be issued to restrict the use of the public on the Crosby School Tennis Courts and Basketball Courts between the hours of 11:45 am to 12:30 pm. On Sunday June 20th. A Wedding Ceremony will be held in her yard, which abuts the Courts, and they would like to reduce the noise level during the 45 minute ceremony.

MOTION: (made by Leslie Mayer, 2nd by Nancy Campbell)

THE PARK AND RECREATION COMMISSION APPROVES THE REQUEST FOR A SPECIAL PERMIT FOR THE USE OF CROSBY TENNIS COURTS AND BASKETBALL COURTS ON SUNDAY, JUNE 20th BETWEEN THE HOURS OF 11:45 AM AND 12:45 PM. BY ISSUANCE OF THIS SPECIAL PERMIT SHE MAY PUT UP SIGNS PROHIBITING USE DURING THIS HOUR.

VOTE: 5-0 IN FAVOR OF THE MOTION (UNANIMOUS)

7. Rink Fees Proposal and Volunteer Credit

Ms. Nancy Galkowski, Deputy Town Manager, requested that this agenda item be postponed until the June 8, 2004 meeting. Ms. Galkowski, extended Mr. Brian Sullivan's apologies for not being able to attend tonight's meeting but informed the Commission he will be present at the June 8th Meeting.

MOTION: (made by Don Vitters, 2nd by Leslie Mayer)

THE PARK AND RECREATION COMMISSIONERS SHALL POSTPONE THE RINK FEE PROPOSAL AND VOLUNTEER CREDIT PROPOSAL UNTIL THE JUNE 8, 2004 MEETING.

VOTE: 5-0 IN FAVOR OF THE MOTION (UNANIMOUS)

8. Clerk of the Works Discussion

The Commission stated that a lot of money is spent on improving and renovating Arlington's Fields and Play grounds. There is concern, that processes are not in place to adequately ensure that the contractors are following all specifications, i.e. quality of sands, soils, and supplies as specified in the Contracts. The Commission seeks the expertise of the Town Manager, Mr. Sullivan, regarding how best to ensure that a clerk of the works is available to oversee all future Capital Projects that are coordinated by the Park and Recreation Commission. Mr. Vitter's stated that the Landscape Architects check every week or two, and stated that we do have the ability to add in our own specifications. DPW does not make daily trips to construction sites, and maybe we need to use internal resources, i.e. Town Engineer or DPW personnel. The Commissioners realize, however, that internal departments have limited staff and resources at this time and are already stretched to capacity in their responsibilities. Another possibility is that the Town could hire an independent party to perform the duties of a Clerk of the Works.

MOTION: (made by Don Vitters, 2nd by Leslie Mayer)

THE PARK AND RECREATION COMMISSION SHALL SEND A MEMO TO THE TOWN MANAGER, MR. BRIAN SULLIVAN, AND ASK HIM TO EVALUATE OPTIONS TO BEST ENSURE THAT ALL SPECIFICATIONS ARE MET ON FUTURE PARK AND RECREATION CAPITAL PROJECTS.

VOTE: 5-0 IN FAVOR OF THE MOTION (UNANIMOUS)

9. Committee Updates

Field Policy Committee. The Finance Committee met with the User Groups to discuss Article 78 Field User Fees and agreed not to raise fees this year.

Town Meeting voted in support of Article 30 (By law amendment/control of parks), and under an amendment raised the maximum fee for violating the field policy to \$300. Mr. Carabello stated that we need to have signs made up stating the rules and regulations for the town playing fields.

Warrant Article 13 - Zoning Bylaw amendment regarding Signs was postponed. Leslie Mayer reported that Town Meeting can not take a vote until a recommendation is made by the Park and Recreation Commission.

MOTION: (made by Leslie Mayer, 2nd by Don Vitters)

THE PARK AND RECREATION COMMISSION ACCEPTS THE RULES AND CONDITIONS DOCUMENT ON ADVERTISING SPONSORSHIPS SIGNS (VERSION 3 - DATED 4-14-04).

VOTE: 2-2 WITH 1 ABSTENTION

(MS. MAYER & MR. VITTERS VOTED IN FAVOR OF THE MOTION)

(MR. CARABELLO & MR. CACCAVARO OPPOSED THE MOTION)

(MS. CAMPBELL ABSTAINED)

Reasons stated for votes:

Mr. Vitters stated that the Commission has lots of control regarding the signs, so if this is a viable option for fundraising, he would like the Commission to have control over number, size, and aesthetics to protect the parks.

Mr. Caccavaro stated that there were to be two meetings to address this article and only one meeting took place. He also stated that most of the user groups were not in favor of this and would not be participating. It was not clear who determined the \$75 fee because it was his recollection that \$50 was discussed.

Ms. Campbell stated that each youth league does their own fundraising and she has not heard enough from them to make a determination at this time.

Chair of the Board of Selectmen, Ms. Diane Mahon, stated that a letter from the Arlington Youth Alliance would be submitted to Town Meeting in Opposition to this Article and Substitute Motion. She stated the AYA believes this article will hurt the fundraising efforts of several of the youth organizations.

Sports Center Improvement Committee. The Sports Center is closed for the Season as of April 9, 2004. It was determined that a meeting should be scheduled and this should become part of the public record. A letter will be sent to the relevant parties in an attempt to form this new committee.

Open Space Committee. Management Plans are being prepared for all open spaces.

Friends Groups.

Friends of Waldo Park had a final meeting on design. The plan was universally accepted, however attendance was not high.

\$50,000 from CDBG will be available so the Commission may need to revisit cost estimates regarding design plans.

Locke Play ground. A public meeting will be held when plans are ready in 3-4 weeks. The meeting at Fox Library wasn't posted so it is not considered public.

Spy Pond – The President of the Conservation Commission approved the project with minor provisions. The Fire Department was okay with the plans for the boat ramp.

It was also stated that geese carcasses are being found on Elizabeth Island and they believe foxes may be getting the geese. There has been a warning put out by the Board of Health not to eat the fish caught in local ponds.

Reservoir Committee met Tuesday 4-27-04 and reported that goose eggs were sighted on the birm. Ms. Kraemer informed the Commission she will inform Christine Connelly of the Board of Health. The Reservoir committee will be having a clean up day on Saturday June 5, 2004.

10. Recreation and Rink Updates.

Brochures were delayed in getting out, were sent out via bulk mail last Thursday. Brochures were however delivered to all elementary schools. Registration dates were pushed back a week. Mail in registration began May 10th, and it looks like we are off to a good start, and there have been no concerns regarding the increased fees. Walk-in, fax and on-line Registration is scheduled for May 17th, and Non Resident Registration begins on May 24th. The website is now being updated directly by the Recreation Department and is under construction.

11. Other Business

Arthur Ales requested that the Commission consider spending money out of the Rink Improvement Grant to purchase an AED at a cost of approximately \$3,000, and he passed out an information sheet to the Commissioners.

12. Future Agenda Items

Jen Rothenberg, Friends of Robbins Farm
Stephen Mansfield
2004-2005 Rink Fees
Rink Volunteer Credit Policy
Lighted Fields Proposal
Field User Permit Fee Accounting Breakdown

Meeting Adjourned at 9:40 pm